

Administrative - Internal Use Only

7 August 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch
THROUGH : Chief, Plans, Programs and Administration Division
SUBJECT : Personnel Branch Submission for Office of Security
Monthly Report - July 1974

✓ 1. The Personnel Branch is moving along on the Annual Personnel Plan (APP). A meeting was held with Mr. Kane on 29 July in which he approved the APP draft. Final preparation and submission of the Plan is expected well before the 16 August deadline.

✓ 2. The Office Candidate Selection Panel has completed its review of files and we are now processing the selected individuals for EOD. It is hoped that the Agent Training Course will begin sometime in September.

STATINTL 3. [REDACTED] will leave the Personnel Branch PCS on 8 August for assignment to the DDI/CRS.

✓ 4. We have conducted our final meeting with the Position Management and Compensation Division representatives concerning the Office survey. The Personnel Branch will now prepare a paper for the Director of Security's signature on the Office's position for forwarding to the Director of Personnel.

[REDACTED]
Chief, Personnel Branch, PP&AD

STATINTL

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MEMORANDUM FOR: Chief, PP&AD

SUBJECT : B&F Branch Monthly Report for July 1974

1. In the past the Communications Section/SRD has obtained its postage stamps from the Mail and Courier Branch/LSD. The Director of Logistics has concurred in an Audit Staff recommendation that ISD/OL discontinue this Central Stamp Fund. This action made it necessary, effective 1 July 1974, to replenish our stamp supplies from OS Imprest Funds. The OS budget will, thereby, have to absorb approximately \$6,000 annually representing the cost of postage previously supplied by OL.

2. During July the DD/PSI and DD/PTOS were added to the list of authorized approving officers by authority of the DD/M&S. While not specifically restricted, it is expected that this authority will normally be limited to financial transactions pertaining ^{to} ~~the~~ personnel or activities under their direct supervision.

██████████
Chief, OS/B&F

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OS/B&F ██████████ (12 Aug. 1974)

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1 - OS/B&F
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Monthly Report

25X1A In a recent audit of the Office of Security's financial and logistical records, the Audit Staff made four recommendations. One recommendation of significance was that the Office's single property account of [REDACTED] be decentralized and separate accounts be set up for the Technical Security Division and each field office. This Office has concurred with this recommendation and has requested the concurrence of the Directors of Finance and Logistics.

25X1A Renovations in the Command Center (IF-13), the Badge Office (1E-00) and the [REDACTED] (1F-16) are currently in process.

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9 August 1974

MEMORANDUM FOR: Chief, Plans, Programs and Administration Division
SUBJECT : Logistics Branch Input to Monthly Report

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1. On Wednesday, 7 August 1974 [REDACTED] 25X1A
[REDACTED] visited the [REDACTED] Steps are being 25X1A
effected to reconcile their Accountable Property Records.

2. The Technical Security Division is progressing to complete their Property Recording System. They have been turning in excess equipment in order to set up storage room for needed equipment that will be tagged and location identified on their Property Records. The above project is about 70% complete. A system has been initiated for recording shipments in and out at overseas locations.

3. Badge Machine work is to the point where the initiation of 4 options is being implemented to put the new Badge System into effect. The time element is not known at this time.

4. Space reconfiguration in the following areas is taking place:

1F-13 (Command Center) - Excess furniture, wiring, and carpeting have been removed from the area. Renovations proceeding at better than expected pace.

1E-00 (Badge Office) Excess equipment has been removed by outside contractor so renovations may proceed as scheduled.

1F-16 [REDACTED]
equipment has been turned in. Renovations are proceeding on schedule.

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[REDACTED] 25X1A